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ABSTRACT

This guide presents materials prepared for college administrators of the related instruction portion of apprenticeship training programs in the University of Hawaii's community colleges. After a glossary of relevant terms is presented, introductory material defines apprenticeship, delineates the advantages of apprenticeship to the employer and apprentice, and presents regulations governing the classification of apprentices. The following sections list the federal and state organizations concerned with apprenticeship and the criteria of apprenticeable occupations. Next, a list of apprenticeable occupations in the State of Hawaii provides information on customary terms of apprenticeship. The final sections then outline information on apprenticeship programs and requirements including a classification of programs, the apprenticeship agreement and standards, the role of the apprenticeship coordinator within programs, and the procedure for the establishment of related instruction programs. Appendices include standards of apprenticeship regulations; a sample apprenticeship agreement; federal and state laws, rules and regulations; sample student forms; apprentice wage rates; apprentice wage schedule; a directory of trade coordinators; and selected references. (HB)

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UNIVERSITY OF HAWAII
COMMUNITY COLLEGES

A Guide for Apprenticeship Coordinators and Administrators

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OFFICE OF THE CHANCELLOR FOR COMMUNITY COLLEGES

1983

UNIVERSITY OF HAWAII

COMMUNITY COLLEGES

A GUIDE FOR APPRENTICESHIP COORDINATORS AND ADMINISTRATORS

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OFFICE OF THE CHANCELLOR FOR COMMUNITY COLLEGES

1983

FOREWORD

This Guide was prepared in 1978 for college administrators and apprenticeship coordinators administering the related instruction portion of apprenticeship training programs in the University of Hawaii Community Colleges. Changes brought about by both Federal and State legislation necessitated the updating of the Guide in 1983.

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GLOSSARY

Apprentice

An apprentice as defined by HRS Chapter 372-2 (3) means a person participating, through employment, in an approved schedule of work experience supplemented by related instruction and who is a party to an apprenticeship agreement registered with the department (Department of Labor and Industrial Relations).

The written agreement between an apprentice and: (1) an employer, (2) an association of employers, (3) an association of employees, or (4) a joint apprenticeship committee. The agreement conforms to standards of the State of Hawaii Apprenticeship Law.

Apprenticeable Occupation

An occupation which:

- is customarily learned in a practical way through a prescribed period of on-the-job training.
- requires related classroom instruction to supplement work experience.
- involves the development of manual, mechanical and/or technical skills and knowledge which are sufficiently broad enough to be applicable to similar occupations in the industry.

Apprenticeship Program

A plan containing all terms and conditions for the qualification, recruitment, selection, employment and training of apprentices.

Apprenticeship Standard

An apprenticeship standard is a written document which sets forth the minimum labor standards required by law for the training of apprentices in a specific industry, area, or plant.

There are basically two types of standards: (1) joint apprenticeship in which the employer and the union both participate in the program; (2) unilateral standard whereby the responsibility for the apprenticeship is assumed by either management or the union, but not both.

Indentured Apprentice

"Indentured" means the contractual relationship in which the apprentice and the sponsor sign an agreement that specifies the terms of the apprenticeship.

Journeyworker

A qualified craft worker who has mastered the skills of his/her trade, or in apprenticeship terms, a worker who has successfully completed an apprenticeship program.

On-the-Job Training Program

A plan containing all terms and conditions for a formalized system of job processes which may be augmented by related instruction that provide the experience and knowledge necessary to meet the training objective of learning a specific skill, trade, or occupation.

Related Instruction

Related instruction means an organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the trade.

Trainee

A person at least sixteen (16) years of age participating, through employment, in an approved schedule of work experience in learning a specific skill, trade, or occupation within a formalized on-the-job training program and who is a party of a training agreement registered with the department.

Standards for agreements. "Standards for apprenticeship agreements" as revised in the 1982 HRS Supplement are as follows:

> **A statement of the trade or craft to be taught and the required months or hours for completion of apprenticeship which shall be not less than twelve months or two thousand hours of reasonably continuous employment.**

Sources: Department of Labor, Office of the Secretary (29 CFR Part 29), Labor Standards for the Registration of Apprenticeship Programs, (29.4).

Department of Labor and Industrial Relations, State of Hawaii, Apprenticeship Digest for Selected Occupations, June 1978.

APPRENTICESHIP

Apprenticeship is defined as training for those occupations commonly known as skilled crafts or trades which require a wide and diverse range of skills and knowledge.

As practiced by modern industry, apprenticeship is a business-like system of training in which workers who enter industry are given thorough instruction and experience in all the practical theoretical aspects of the work in a skilled trade both on and off-the-job.

ADVANTAGES OF APPRENTICESHIP

To The Apprentice:

- Learns a trade through training and actual on-the-job work experience. Job skills acquired assures employability.
- Learns the most recent methods of a trade.
- Receives pay while learning, with pay increases at regular intervals.
- Receives recognition as a skilled worker.
- Acquires a broad range of skills which allows him/her to readily adjust to new processes.
- Provides opportunities for job advancement.

To The Employer:

- Reduces labor turnover and absenteeism through employee motivation to learn new job skills.
- Lowers cost by increasing productivity as employees become more skilled on-the-job.
- Provides a more flexible workforce because of greater employee skills.
- Creates customer satisfaction generated by quality workmanship.
- Receives recognition as a supporter of State and national efforts to train young people in skills necessary to become contributing members of society.

To Society:

- Provides trained craft workers to meet present and future needs.
- Provides effective means of preparing workers for productive citizenship in the community.
- Assures quality goods and services.

CLASSIFICATION OF APPRENTICES

Section 104.514 of the Federal Register, Volume 42, Number 191, Vocational Education, classifies apprentices as follows:

1. Registered

(i) Where the program or the apprentice, or both, are registered under the apprenticeship law of the State in which the apprentice is employed;

(ii) Where the program or the apprentice, or both, are registered by the State apprenticeship agency operating under powers vested in it by legally responsible State authority; and

(iii) Where the program or the apprentice, or both, are registered by the Bureau of Apprenticeship and Training, U.S. Department of Labor, under "standards" or "fundamentals" approved by the Fedreal Commission on Apprenticeship. Such registration or recognition exists only where neither conditions in paragraph (e) (1) (i) nor paragraph (e) (1) (ii) of this section exists.

2. Non-registered

Where the program or the apprentice, or both are not registered under any of the above conditions found in paragraphs (e) (1) (i) (ii) and (iii) of this section. A noncertifiable apprenticeship program is conducted under an implied or written agreement between the apprentice and an individual employer, a group of employees, employer-employee committees, or a governmental agency.

FEDERAL AND STATE ORGANIZATIONS CONCERNED WITH APPRENTICESHIP

FEDERAL ORGANIZATIONS

Federal Committee On Apprenticeship (FCA)

The FCA advises the Secretary of Labor on apprenticeship and training policies, labor standards affecting apprenticeship, research needs, and other related matters.

National Joint Committees

At the national level, joint committees set up by national employer associations and international unions develop standards that serve as guidelines for developing local apprenticeship programs. National joint committees encourage local affiliates to develop and conduct programs and provide information on new techniques, Materials, changes in technology, and other training developments. They also employ national apprenticeship directors, whose responsibilities include assisting local joint apprenticeship committees.

Federal Bureau Of Apprenticeship And Training (BAT)

The Bureau of Apprenticeship and Training of the U.S. Department of Labor encourages and assists industry in the development, expansion, and improvement of apprenticeship and training programs. Through its field staff, with offices in every state, the Bureau works with local employers and unions and with state apprenticeship agencies.

STATE OF HAWAII

Apprenticeship Division, Department Of Labor And Industrial Relations (DLIR)

Major responsibilities of the Apprenticeship Division, DLIR include but are not limited to the following:

1) Establish standards for apprenticeship agreements in conformity with Chapter 372;

2) Provide assistance for the development of on-the-job training program in nonapprenticeable occupations;

3) Encourage and promote the making of apprenticeship agreements conforming to the standards established by Chapter 372;

4) Register such apprenticeship agreements as are in the best interest of apprenticeship and which conform to the standards established by this chapter;

5) Keep a record of apprenticeship agreements and upon performance thereof issue certificates of completion of apprenticeship;

6) Terminate or cancel any apprenticeship agreements in accordance with the agreements;

7) Bring about the settlement of differences arising out of the apprenticeship agreement where the differences cannot be otherwise adjusted locally;

8) Issue such rules and regulations as may be necessary to carry out the intent and purpose of Chapter 372;

JOINT APPRENTICESHIP COMMITTEES

Joint apprenticeship committees prepare standards for apprenticeship agreements and give assistance to the operation and further development of apprenticeship in their respective trade and localities, subject to the review of the Hawaii State Director of Labor and Industrial Relations.

Joint apprenticeship committees are composed of an equal number of persons known to represent the interest of both the employers and the employees.

Local joint apprenticeship committees may be established with the approval of the Hawaii State Director for Labor and Industrial Relations in any trade, group of trades, or in trade areas, whenever the apprentice trainings needs of the trade or group of trades justifies the establishment of the committees.

APPRENTICEABLE OCCUPATIONS

CRITERIA FOR APPRENTICEABLE OCCUPATIONS

Apprenticeable occupations are occupations customarily learned through on-the-job training over one or more years, supplemented by related instructions.

The State Department of Labor and Industrial Relations Administrative Rule, Title 12, Chapter 30, Section 12-30-5, "Criteria for Apprenticeable Occupations" states that

An apprenticeable occupation is a skilled trade which possesses all of the following characteristics:

1) **It is customarily learned in a practical way through a structured systematic program of on-the-job supervised training;**

2) **It is clearly identified and commonly recognized throughout an industry;**

3) **It involves manual, mechanical, or technical skills and knowledge which require not less than twelve months or two thousand hours of reasonable continuous employment; and**

4) **It requires related instruction to supplement the on-the-job training.**

Listed below are apprenticeable occupations included in programs of apprenticeship registered with the State of Hawaii Apprenticeship Division, DLIR.

The customary terms of apprenticeship, in hours, are shown for each occupation. Where possible, the apprenticeable titles have been identified by code numbers reflecting jobs defined in the Dictionary of Occupational Titles.

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
APPRENTICESHIP DIVISION
July 13, 1983

OCCUPATION (Federal Title)	RELATED INSTRUCTION in Hours	D.O.T. NUMBER	LENGTH of PROGRAM in Hours
Appliance Repairer	432	723.884.010	6,000
Automobile Mechanic	576	620.281.014	8,000
Automobile Upholsterer	80	780.381.010	6.000
Automobile Body Repairer	288 (72 p/yr)	807.381.010	8,000
Baker	432	526.781.010	6,000
Bricklayer	288	861.381.010	6,000
Cabinetmaker	576	660.280.010	8,000
Camera Repairer	432	714.281.014	6,000
Carpenter	576	860.381.026	8,000
Cement Mason	144	844.884.014	6,000
Chief of Party II		018.168.010	4,000
Composing Room Machinist		627.281.010	8,000
Construction Equipment Mechanic	576	620.281.046	6,000-8,000
Cook	432	313.381.018	6,000
Dental Laboratory Technician	576	712.381.014	8,000
Diesel Mechanic	576	625.281.010	8,000
Electric Meter Repairer	432	729.281.018	6,000
Electrical Repairer		829.281.022	6,000-8,000
Electrician	576	824.281.014	8,000
Electrical Appliance Repairer	432	723.381.010	6,000
Floor Layer (Satisfactory comp. of 480-hr. semester course)	216	864.781.010	6,000
Furniture Upholsterer	432	780.381.018	6,000
Glazier	432	865.781.010	8,000
Gunsmith		632.281.018	8,000
Instrument Mechanic		710.281.058	7,600
Lather	432	842.781.010	6,000
Line Maintainer	504	821.281.010	7,000
Machinist Automotive	576	600.280.050	8,000
Machinist I	576	600.280.030	8,000
Machinist, Wood	576	669.380.010	8,000

OCCUPATION (Federal Title)	RELATED INSTRUCTION in Hours	D.O.T. NUMBER	LENGTH of PROGRAM in Hours
Maintenance Mechanic II (Water Plant Maint. Mech.)		638.281.022 (600RS)	7,600
Meat Cutter	288	316.884.018	4,000
Metal Fabricator I	432	619.380.022	6,000
Millwright		638.281.034	8,000
Motorboat Mechanic	432	623.281.034	6,000
Musical Instrument Repairer		730.281.038	8,000
Office Machine Servicer	432	633.281.030	6,000
Offset Press Operator I	432	651.782.042	6,000
Operating Engineers		859.883.030	4,000
Optical Technician		007.081.042	8,000
Optician	432	713.381.014	6,000
Painter	288	840.781.010	6,000
Painter, Automobile	80 (3/12/73)	845.781.018	6,000
Photoengraver		971.381.018	10,000
Pipe Fitter I	720	862.381.042	10,000
Pipe Fitter, Maintenance		862.381.050	6,000
Plasterer	288	842.781.018	8,000
Plumber	720	862.381.074	10,000
Plumber, Maintenance	600	862.381.082	7,600
Radio Repairer	432	720.281.010	6,000
Refrigeration Mechanic	432	637.281.034	6,000
Reinforcing-Iron Worker (9 units of instruction consisting of 20 hrs. ea.)		801.884.046	6,000
Roofer	140	866.381.010	4,200
Scale Mechanic		633.281.038	6,000
Service Mechanic		807.381.030	4,000
Sheet Metal Worker	720	804.281.014	10,000
Steel-Die Printer		651.782.078	8,000
Stonemason	288	861.781.022	6,000
Stripper-Platemaker		971.381.054	8,000
Structural Steel Worker	432	801.781.010	6,000
Surveyor Assistant, Instrument		018.188.014	4,000
Television & Radio Repairer	576	720.281.018	8,000
Tile Setter	288	861.781.038	6,000
Watchmaker	240 (80 hrs./yr.)	715.281.030	6,000
Water Meter Repairer		710.281.078	6,000
Web-Press Operator		651.782.094	8,000

APPRENTICESHIP PROGRAMS AND REQUIREMENTS

APPRENTICESHIP PROGRAM

An apprenticeship program includes all the terms and conditions for the qualification, recruitment, selection, employment and training of apprentices (Administratvie Rule Title 12, Chapter 30).

CLASSIFICATION OF APPRENTICESHIP PROGRAMS

Apprenticeship programs are classified as follows:

1. Union And Employer Participation

   a. Group Joint Program. A program sponsored by more than one employer or a trade association in cooperation with a labor organization.

   b. Individual Joint Program. A program sponsored by one employer in cooperation with a labor organization.

2. Non-union Involvement

   a. Group Non-Joint Program. A program sponsored by more than one employer or a trade association with no union involvement.

APPRENTICESHIP AGREEMENT

An apprenticeship agreement is a written document which includes the apprenticeship standards as part of the agreement (see Appendix B).

APPRENTICESHIP STANDARDS

"Apprenticeship standards" are the minimum labor standards required by law for training of apprentices in a specific industry, area or plant.

STANDARDS

A. Standard for Apprenticeship Agreements

Listed below are standards for agreements as specified by HRS Chapter 372-3. DLIR's Administrative Rules, Chapter 30, Title 12 Standards of Apprenticeship are found in Appendix A.

1) A statement of the trade or craft to be taught and the required hours for completion of apprenticeship (see Appendix G);

2) A statement of the processes in the trade or craft divisions in which the apprentice is to be taught and the approximate amount of time to be spent at each process;

3) A statement of the number of hours to be spent in related instruction which shall not be less than one hundred and forty-four hours per year; provided that the Department of Labor and Industrial Relations may, in the best interest of apprenticeship, reduce the hours of related instruction;

4) A statement that apprentices shall be not less than sixteen years of age;

5) A statement of the progressively increasing scale of wages to be paid the apprentice;

6) Provision for a period of probation during which the director of Labor and Industrial Relations shall be directed to terminate an apprenticeship agreement at the request in writing of any party thereto;

7) Provision that after the probationary period the director may terminate an apprenticeship agreement upon agreement of the parties thereto;

8) Provision that the services of the department may be utilized for consultation regarding the settlement of differences arising out of the apprenticeship agreement where the differences cannot be adjusted locally or in accordance with the established trade procedure;

9) Provision to specify the ratio of apprentice to journeyman;

10) Provision that if an employer is unable to fulfill his obligation under the apprenticeship agreement, he may transfer the obligation to another employer.

B. Equal Opportunity Standards

Rules pertaining to the State Plan for Equal Employment Opportunity in Apprenticeship Training are found in DLIR's Administrative Rules, Title 12, Chapter 31. Pertinent excerpts of the Rules include:

1) Each sponsor of apprenticeship programs shall:

   a) Prohibit discriminatory practices, in accordance with section 378-2, Hawaii Revised Statutes, in the recruitment selection, employment, and training of apprentices;

   b) Uniformly apply apprenticeship standards, including, but not limited to, equality of wages, periodic advancement, promotion, assignment of work, job performance, rotation among all work processes of the trade, and imposition of penalties or other disciplinary action; and

   c) Take affirmative action to provide equal opportunity in apprenticeship, including adoption of an affirmative action plan as required by this chapter.

2) Each sponsor shall include in its standards the following equal opportunity pledge:

   "The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination on the basis of race, color, religion, national origin, sex, age, physical handicap, marital status, or arrest and court record which does not have a substantial relationship to the functions and responsibilities of the prospective or continued employment provided that a sponsor may refuse to refer for employment, an individual for good cause relating to the ability of the individual to perform the work in question. Affirmative action shall be undertaken to provide equal employment opportunity in apprenticeship and the apprenticeship program shall be operated as required under Chapter 31, Title 12, Administrative Rules."

C. Non-discrimination and Affirmative Action

1) The Vocational Education Guidelines, in Section VII state in part

   ...Recipients may not enter into agreements for the provision of apprentice training with any labor union that discriminates in its membership practices and/or its criteria for participation in apprenticeship training.

2) BOR Policy

   It is the policy of the University of Hawaii to comply with Federal and State laws which prohibit discrimination in

University programs and activities, including but not necessarily limited to the following laws which cover students and applicants for admission to the University: Title VI of the Civil Rights Act of 1964 as amended (race, color, national origin); Age Discrimination Act of 1975 (age); Titles VII and VIII of the Public Health Service Act as amended (sex); Title IX of the Education Amendments of 1972 (sex, blindness, severely impaired vision); Section 504 of the Rehabilitation Act of 1973 (physical or mental handicap); and to comply with Federal ad State laws which mandate affirmative action and/or prohibit discrimination in recruitment, hiring, training, promotion, and retention, including but not necessarily limited to the following laws which cover employees and applicants for employment: Title VII of the Civil Rights Act of 1964 as amended (race, national origin, religion, sex, pregnancy); Executive Order 11246 as amended (race, color, national origin, religion, sex); Equal Pay Act of 1963 as amended by Title IX of the Education Amendments of 1972 (sex); Age Discrimination in Employment Act of 1967 (ages 40-70); Section 402 of the Vietnam Era Veteran's Readjustment Assistance Act of 1974 (veteran's status); Section 503 and 504 of the Rehabilitation Act of 1973 (physical or mental handicap); Hawaii Revised Statutes, Chapter 76, 78, 378 (race, sex, age, religion, color, ancestry, political affiliation, physical or mental handicap, marital status, arrest and court record). The University strives to promote full realization of equal opportunity through a positive, continuing program on each campus. Accordingly, vocational education opportunities will be offered without regard to race, color, national origin, sex or handicap. American citizens or immigrants with limited English speaking skills will not be denied admission to vocational education programs.

Offices designated to coordinate the campuses' nondiscrimination and affirmative action programs are:

Rg Logiakis (Education, Title IX and Section 504 & related matters)
Peggy S. Hong (Employment matters)
Office of the Chancellor for Community Colleges
2327 Dole Street
Honolulu, Hawaii 96822
Phone: 948-7471

Name of EEO/AA Coordinator*
Name of College
Address of College
Name of County and Zip Code
Office phone number of EEO/AA Coordinator

*If duties have been assigned to more than one person, identify all by name including role, e.g. Section 504 Coordinator, Title IX Coordinator.

ROLE OF THE APPRENTICESHIP COORDINATOR

Coordination is one of the major responsibilities of the apprenticeship coordinator in the operation of the apprenticeship programs. Apprenticeship programs can succeed only when apprentices' activities, both in class and at work, are coordinated to assure maximum learning.

Some of the roles and responsibilities of the apprenticeship coordinator are to:

- Assist in planning, organizing, administering and supervising apprenticeship programs;
- Assist with promotional activities with the Federal and State Apprenticeship agencies and the Joint Apprenticeship Committee of each trade, as requested;
- Assist instructors in the development of instructional materials, courses of study, selection of textbooks, equipment, and supplies;
- Maintain close and harmonious working relationships with the Federal and State Apprenticeship Boards, management, and labor groups;
- Develop and provide home study programs for trades;
- Attend Joint Apprenticeship Council meetings;
- Offer guidance and direction to apprentices;
- Advise apprentices during the registration process;
- Articulate apprenticeship offerings with related college credit offerings;
- Develop criteria and procedures to evaluate the effectiveness of the instruction;
- Plan and implement a staff development program for apprenticeship;
- Maintain appropriate records for apprentices;
- Provide skill upgrading instruction as requested by the provosts or dean of instruction;
- Assume other duties related to apprenticeship activities as requested by the provost or dean of instruction.

LEGAL RESPONSIBILITIES

Apprenticeship programs must be operated in compliance with federal, state, and local laws and regulations. Both the letter and the spirit of existing laws and regulations must be followed. Apprenticeship coordinators or other individuals responsible for the operation of apprenticeship programs should have an understanding of the laws and regulations that pertain to apprenticeship programs.

Listed in Appendices C and D are brief summaries of federal and state laws, rules and regulations governing apprenticeship programs. The Apprenticeship Division, DLIR, State of Hawaii publishes a number of documents which may be obtained by contacting the nearest Office of the Department of Labor and Industrial Relations of the State of Hawaii.

Apprenticeship coordinators should maintain contact with regional representatives of the State of Hawaii Department of Labor and Industrial Relations (see Appendix E).

RELATED INSTRUCTION

Responsibilities pertaining to related instruction are found in Section 372.6, Apprenticeship Law, Chapter 372, Hawaii Revised Statutes, as indicated below:

> **Related instruction for apprentices, coordination of instruction with job experiences and the selection and training of teachers and coordinators for instruction shall be the responsibility of the Department of Education or of the community college division, University of Hawaii (L.Sp. 1941, c. 23, s. 2; R.L., 1945, s. 4143; am. L. 1955, c. 31, s. 1 (a); am.L. 1965, c. 138, s. 1; am.L., 1967.)**

Related instruction provided by educational institutions usually includes both job theory and trades principles with variations in content to suit particular trades and apprentices' job situations. Generally the program includes instruction in applied mathematics, drafting, blueprint reading, shop layout, sketching, physics, and other applied sciences. Instruction is also given in labor and safety laws, regulations and ordinances, industrial and public relations, health and safety concepts, and the use of tools, equipment, and materials related to the trade.

Instructional content for registered apprenticeship programs is usually developed cooperatively with the JATC. For trades without a JATC, or non-registered apprentice programs, the related instruction is often developed in consultation with one or more of the following:

- related trade instructor(s) or other resource persons on campus

- other community college apprenticeship coordinators;
- advisory committee(s);
- Apprenticeship Division, DLIR;
- Federal Bureau of Apprenticeship.

Related instruction should be based on a plan which assures that the theory in the classroom is taught just prior to or concurrently with the need to apply it in the actual work process whenever possible.

The training content should be based on a continuing analysis of each occupation, with provisions for forecasting changes which may affect the work of the trade. Since many activities and operations are common to most trades, inter-trade cooperation should be instituted to keep training content relevant.

New methods, materials, processes, and equipment should be introduced into the training program as early as practicable. Similarly, instructional materials should be modern and teaching aids such as films, overhead projections, and programmed learning should be utilized. The use of trade literature as an adjunct to classroom instruction should be required.

When teaching material is not available, the apprenticeship coordinator, in cooperation with others, should develop the necessary course content. In making decisions on course content, the committee should place a priority on the information to be conveyed to the apprentices. A simple rule to follow in this connection is to determine the importance of the material on the basis of:

- essential information;
- information that is desirable but not essential;
- information that is merely good to know.

PROCEDURE FOR THE ESTABLISHMENT OF RELATED INSTRUCTION PROGRAM

Procedure for the establishment of related instruction programs on community college campuses include:

1. The Director of the Apprenticeship Division, DLIR notifies the Chancellor for Community Colleges of the need or related instruction in a particular trade, in writing.

2. The Chancellor selects the college for the placement of the related instruction program.

3. The Provost notifies apprenticeship coordinator of the need for related instruction.

4. The Apprenticeship Coordinator contacts the trade training coordinator of that trade to select the appropriate textbooks, study materials and to select training facilities including classrooms and shops.

APPRENTICESHIP RELATED INSTRUCTION PROGRAMS

Apprenticeship-related instruction programs are usually established by the community colleges based on the number of apprentices enrolled in specific trades, as follows:

Regular Group Program:

New classes are established on a regularly scheduled basis for 10 or more students enrolled in a specific trade whenever possible.

Modified Apprenticeship Class:

In establishing related instruction for a trade with fewer than 10 apprentices, the community colleges may establish a combined apprenticeship class, a modified home study class, or individualized programs described below:

1. Combined Apprenticeship Class. Apprentices from several trades are grouped together in one class with one instructor. In establishing such a class, the apprenticeship coordinator should ensure that the trade training coordinators are in support of this action; the instructor has a background in the technical aspects of the trades involved; and the textbooks and study materials are highly structured.

2. Modified Home Study Class. Several apprentices enrolled in a specific trade receive a portion of their related instruction in a structured environment and a portion of

it through home study under the guidance of a qualified instructor. The apprenticeship coordinator should work closely with the trade training coordinator to ensure the appropriateness of textbooks and study materials.

Individualized Program:

For a trade with only a few apprentices, the apprenticeship coordinator should normally follow the procedure described below:

- Upon notification by the Apprenticeship Division, DLIR. that an apprentice has been indentured in a specific trade, the apprenticeship coordinator should contact the trade training coordinator of that trade to coordinate the related instructional training that is to be offered to the apprentice.

- In cooperation with the trade training coordinator, the apprenticeship coordinator selects the appropriate books and materials, develops a schedule for assignments and examinations.

- The apprenticeship coordinator may assign the apprentices to join other apprentice classes for specific subjects such as math, blueprint reading, first aide and other appropriate classes.

RECORDS AND REPORTS

Records:

Apprenticeship coordinators and/or college registrars are responsible for documenting and maintaining individual apprentices' records which include semester and cumulative hours of related instruction, evaluations, and class registrations.

Since the Apprenticeship Division, DLIR, maintains official records on all apprentices regarding related instruction and work process hours, it requires all educational institutions involved with apprenticeship training to submit monthly attendance records on each apprentice.

Reports:

A quarterly or semester report for each apprentice is prepared by instructors involved with related instruction and recorded in the apprentice's files (an example report is found in Appendix F). A copy of the report is maintained in each apprentice's file; a second copy is mailed to the trade-training coordinator and the third copy is given to the apprentice.

APPRENTICE EVALUATIONS

Apprenticeship instructors are responsible for the evaluation of each apprentice's performance. These evaluations provide instructors, apprenticeship coordinators and trade-training coordinators with the opportunity to observe facets of apprentice's performance that should be corrected or improved.

Evaluations are to be made regularly and systematically and should include, among other things:

- dependability
- cooperation
- judgment
- self-confidence
- initiative
- speed
- accuracy
- ability to learn
- ability to get along with others
- skills and knowledge acquired

PROGRAM EVALUATION

Evaluation is the prerequisite to the improvement of apprenticeship training programs. The evaluation process involves clarifying program objectives, describing specific outcomes, selecting appropriate ways of summarizing and interpreting data, and utilizing information to improve related instruction. Only through continuous systematic evaluation can the effectiveness of programs be determined and sound changes be made.

The methods of measurement selected by the coordinator must provide the type of data needed to assess the attainment of all stated objectives. The most commonly used techniques are self-appraisal scales and follow-up studies.

Self-appraisal scales enable the apprenticeship coordinators to assess their programs in order to achieve or approximate the optimum apprenticeship programs. The following are broad guidelines to aid the apprenticeship coordinator:

- Program evaluation is a group endeavor and should include members of JATC.

- Self-appraisal should be part of the evaluation program.

- Evaluation data should serve as a basis for planning immediate changes and developing long-range plans.

Follow-up studies of apprentices provide information on relevancy of their learning experiences under full-time employment conditions. Some of the information a follow-up study can reveal includes:

- The number of former apprentices who became employed in jobs for which they were trained or in closely related jobs.

- Working conditions encountered.

- Competencies required on-the-job for which instruction had not been given.

- Other specific training and education shown to be needed by future employees.

APPENDIX A

STANDARDS OF APPRENTICESHIP
Chapter 12-30-6

12-30-6 Standards of Apprenticeship. An apprenticeship program shall be eligible for registration by the department if it conforms to the following standards:

1) The program is an organized, written plan embodying the terms and conditions of employment, training, and supervision of one or more apprentices in the apprenticeable occupation, and subscribed to by a sponsor who has undertaken to carry out the apprentice training program;

2) The program standards contain the equal opportunity pledge prescribed in section 12-31-3 (b), Administrative Rules, and, when applicable, an affirmative action plan and a selection method in accordance with sections 12-31-4 and 12-31-6, Administrative Rules, and provisions concerning the following:

   A) A statement of the trade or craft to be taught and the required hours for completion of apprenticeship which shall be not less than twelve months or two thousand hours of reasonably continuous employment, consistent with training requirements as established by industry practice;

   B) A statement of the number of hours or months to be spent by the apprentice in work on the job and an outline of the work processes in which the apprentice will receive supervised work experience and training on the job, and the allocation of the approximate time to be spent in each major process;

   C) A statement of the number of hours to be spent in organized related instruction in technical subjects related to the trade, approved by the state department of education or by the community college system, University of Hawaii, which shall be not less than one hundred and forty-four hours per year and whether or not the required school time shall be compensated; provided that the department may, in the best interest of apprenticeship, reduce the number of hours of related instruction; which instruction may be given in a classroom through trade or industrial courses, or by correspondence courses of equivalent value, or other forms of self-study approved by the department;

   D) A statement that apprentices shall be not less than sixteen years of age;

E) A statement of the progressively increasing scale of wages to be paid the apprentice consistent with the skill acquired, the entry wage to be not less than the minimum wage prescribed by the Federal Fair Labor Standards Act of 1938, as amended, section 6 thereof, (29 U.S.C., section 206), where applicable, unless a higher wage is required by other applicable federal or state law, administrative rules, or by bargaining agreement;

F) A provision for a probationary period reasonably related to the full apprenticeship term, with full credit given for such period toward completion of apprenticeship;

G) A provision that during the period of probation, the director shall cancel an apprenticeship agreement at the request in writing of any party thereto;

H) A provision that after the probationary period, the director may cancel an apprenticeship agreement:

i) Upon agreement of the parties thereto;

ii) At the request of the apprentice;

iii) Upon recommendation by the sponsor, for good cause, with due notice to the apprentice and a reasonable opportunity or corrective action; or

iv) For good cause on the director's own motion after giving all parties notice and opportunity to be heard;

I) A provision that the services of the department may be utilized for consultation regarding the settlement of differences arising out of the apprenticeship agreement where the differences cannot be adjusted by the parties or in accordance with the established trade procedure, and that any such differences which cannot be amicably settled by the parties may be submitted to the director for final decision;

J) A provision for the numeric ratio of apprentice to journeyworkers consistent with proper supervision, training, safety, and reasonable continuity of employment, and applicable provisions in collective bargaining agreements, in relation to which it is recommended that a ratio of no more than one apprentice for each journeyworker regularly employed by a participating employer in each apprenticeable occupation be established;

K) A provision or transfer of employer's training obligation when the employer is unable to fulfill the obligation under the apprenticeship agreement, to another employer under the same program with the consent of the apprentice and apprenticeship committee or program sponsor, with full credit to the apprentice for satisfactory time and training earned;

L) A provision for minimum qualifications required by a sponsor for persons entering the apprenticeship program;

M) A provision for granting of an advanced standing or credit for previously acquired experience, training, or skills for all applicants equally, with commensurate wages for any progression step so granted;

N) A provision that the apprentice shall be provided adequate and safe equipment and facilities for training and supervision and safety training on the job and in related instruction, and that the employer shall ensure that the apprentice is trained in facilities and other environments that are in compliance with federal and state occupational safety and health standards;

O) A provision for the placement of an apprentice under a written apprenticeship agreement, which shall directly, or by reference, incorporate the standards of the program as part of the agreement;

P) A provision for periodic review and evaluation of the apprentice's progress in job performance and in related instruction by the program sponsor and the department, and the maintenance of appropriate progress records;

Q) A provision for recognition of successful completion of apprenticeship evidenced by an appropriate certificate;

R) Identification of the registration agency as apprenticeship division, department of labor and industrial relations;

S) Assurance of qualified training personnel and adequate supervision on the job;

T) A provision for the registration, cancellation, and deregistration of the program, and requirement for the prompt submission of any modification or revision thereto;

U) A provision for registration of apprenticeship agreements and revisions, notice to the department of persons who have successfully completed apprenticeship programs, and notice of cancellations and suspensions of apprenticeship agreements and causes therefor;

V) A statement of the committee's organization and functions when the program sponsor is a joint apprenticeship committee;

W) The name and address of the appropriate authority under the program to receive, process, and make disposition of complaints; and

X) A provision that apprenticeship standards shall comply with federal and state laws, and rules pertaining to apprenticeship. [Eff. July 30, 1981] (Auth: HRS §372-3) (Imp: HRS §372-3)

APPENDIX B

Form AD-7
Rev.6/81

_____Hour Program

STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS
APPRENTICESHIP DIVISION
825 Mililani Street
Honolulu, Hawaii 96813

A P P R E N T I C E S H I P A G R E E M E N T

THIS AGREEMENT made and entered into this _____ day of _____, 19__, between _____
(Firm or Apprenticeship Committee)

hereinafter referred to as the Sponsor, and _____
(Apprentice)

_____ hereinafter referred to as the Apprentice, and,

(if a minor) _____.
(Parent or Guardian)

WITNESSETH:

WHEREAS, the Sponsor, the Apprentice and the Parent or Guardian, where necessary, desire to enter into an agreement of apprenticeship in conformity with the State Apprenticeship Law and Administrative Rules of the Department of Labor and Industrial Relations;

NOW THEREFORE, in consideration of the premises and of the mutual covenants herein contained, the parties hereby agree as follows:

1. That the Sponsor agrees to provide reasonably continuous employment to the apprentice in the trade or craft of _____ as work is available and upon the terms and conditions contained in the standards registered by the Sponsor with the Department of Labor and Industrial Relations on the _____ day of _____, 19__, and hereby made a part of this agreement by reference.* Any revisions to the standards are hereby made a part of this agreement with the same force and effect as though written herein.

*A copy of the standards shall be given to all parties to this agreement.

2. That the Apprentice agrees to perform diligently and faithfully the work of said trade or craft during the period of apprenticeship, and comply with the training program contained in said standards.

3. That the Parent or Guardian, where necessary, agrees with the Sponsor that the Apprentice will duly perform all obligations undertaken herein.

SIGNATURES (In ink)

_____ Apprentice	_____ Sponsor (Chairperson, if JAC Program)
_____ Street	_____ Firm or Apprenticeship Committee
_____ City State Zip Code	
_____ Date of Birth	_____ Street
_____ Parent or Guardian	_____ City State Zip Code

AGREEMENT REGISTERED:

Date _____ _____

Administrator
Apprenticeship Division

APPENDIX C

FEDERAL LAWS, RULES AND REGULATIONS

U.S. Department of Labor Employment Standards Administration, Wage and Hour Division, Child Labor Bulletin No. 101, Child Labor Requirements in Nonagricultural Occupations Under the Fair Labor Standards Act:

- Minimum Age Standards for Nonagricultural Employment

  16 — BASIC MINIMUM AGE FOR EMPLOYMENT. At 16 years of age youths may be employed in any occupation, other than a nonagricultural occupation declared hazardous by the Secretary of Labor.

  18 — Minimum age for employment in nonagricultural occupations declared hazardous by the Secretary of Labor.

- Hazardous Occupations Orders

  The Fair Labor Standards Act provides a minimum age of 18 years for any nonagricultural occupations which the Secretary of Labor "shall find and by order declare" to be particularly hazardous for 16 and 17-year-old persons, or detrimental to their health and well-being. This minimum age applies even when the minor is employed by the parent or person standing in place of the parent.

- Exemptions from Hazardous Occupations Orders

  Hazardous Occupations Orders under the Fair Labor Standards Act contain exemptions for 16 and 17-year-old apprentices and student-learners provided they are employed under the following conditions:

  Apprentices: (1) The apprentice is employed in a craft recognized as an apprenticeable trade; (2) the work of the apprentice in the occupations declared particularly hazardous is incidental to his training; (3) such work is intermittent and for short periods of time and is under the direct and close supervision of a journeyman as a necessary part of such apprentice training; and (4) the apprentice is registered by the Bureau of Apprenticeship and Training of the U.S. Department of Labor as employed in accordance with the standards established by that Bureau, or is registered by a State agency as employed in accordance with the stndards of the State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, or is employed under a written apprenticeship agreement and conditions which are found by the Secretary of Labor to conform substantially with such Federal or State standards.

- Subminimum Wage Provisions

  Learners, apprentices, and handicapped workers may. under certain circumstances, be paid less than the minimum wage, as well as full-time students in retail or service establishments, agriculture, or institutions of higher education. Special certificates issued by the Wage and Hour Administrator must be obtained by employers wishing to use these provisions.

- Equal Pay Provisions

  The equal pay provisions of the FLSA prohibit wage differentials based on sex, between men and women employed in the same establishment on jobs that require equal skill, effort and responsibility and which are performed under similar working conditions.

APPENDIX D

STATE OF HAWAII LAWS, RULES AND REGULATIONS

Section 387-2 Minimum Wages

After June 30, 1975, every employer, except as provided in Section 387-9 and this paragraph, shall pay to each employee employed by him wages at the rate of not less than $2.40 per hour. Except as provided in Section 387-9 and this paragraph, every employer shall pay to each employee employed by him wages at the rate of not less than: $2.65 per hour beginning July 1, 1978; $2.90 per hour beginning July 1, 1979; $3.10 per hour beginning July 1, 1980; and $3.35 per hour beginning July 1, 1981. The hourly wage of a tipped employee may be deemed to be increased on account of tips if the employee is paid not less than twenty cents below the applicable minimum wage by his employer and the combined amount he receives from his employer and in tips is at least fifty cents more than the applicable minimum wage.

Section 387-3 Maximum Hours

No employer shall, except as otherwise provided in this section, employ any employee for a work week longer than forty hours unless the employee receives overtime compensation for his employment in excess of the hours above specified at a rate not less than one and one-half times the regular rate at which he is employed.

Section 387-4 Wage Discrimination Prohibited

No employer shall discriminate in any way in the payment of wages as between persons of different races or religions or as between the sexes; provided, that nothing herein shall prohibit a variation of rates of pay for employees engaged in the same classification of work based upon a difference in seniority, length of service, substantial difference in duties or services performed, difference in the shift or time of day worked, or hours of work; and provided that an employer who is paying a wage rate differential in violation of this section shall not, in order to comply with this section, reduce the wage rate of any employee.

Section 387-9 Special Minimum Wages for Learners; Apprentices; Full-Time Students; Paroled Wards of Hawaii Youth Correctional Facility; Handicapped Workers

Not withstanding the provisions of section 387-2, the director may by rules provide for the employment: (1) of learners, of apprentices, of part-time employees who are full-time students attending public or private schools other than colleges, universities, business schools, or technical schools, and of wards paroled from the Hawaii youth correctional facility, under special certificates issued by the director, at such wages lower than the applicable minimum wage and subject to such limitations as to time, number, proportion, and length of service as the director shall prescribe.

APPENDIX E

OFFICES OF THE STATE OF HAWAII
DEPARTMENT OF LABOR AND INDUSTRIAL RELATIONS

Administrator, Apprenticeship Division
Department of Labor and Industrial Relations
888 Mililani Street, Room 401
Honolulu, Hawaii 96813

District Representative
Department of Labor and Industrial Relations
State Building
75 Aupuni Street
Hilo, Hawaii 96720

District Representative
Department of Labor and Industrial Relations
State Building
54 High Street
Wailuku, Maui, Hawaii 96793

District Representative
Department of Labor and Industrial Relations
State Building
3060 Eiwa Street
Lihue, Kauai, Hawaii 96788

APPENDIX F

HONOLULU COMMUNITY COLLEGE STUDENT'S QUARTERLY REPORT

YEAR _____ QUARTER _____

NAME _____ SUBJECT _____
(Last) (First) (Middle)

CODE: A=VERY GOOD B=ABOVE AVERAGE C=AVERAGE D=BELOW AVERAGE F=FAILURE

[Circle grade on line(s) indicated below]

QUARTER GRADE: A B C D F INC. HOURS ATTENDED _____
(Possible 40)

ATTITUDE: [Circle one]

EXCELLENT ABOVE AVERAGE AVERAGE BELOW AVERAGE POOR

COMMENTS: _____

_____

_____

_____ _____
Instructor's Signature Date

APPENDIX G

APPRENTICE WAGE-RATES

THE ATTACHED SCHEDULE OF WAGE RATES IS RECOGNIZED BY THE DIRECTOR OF LABOR & INDUSTRIAL RELATIONS TO BE PREVAILING ON PUBLIC CONSTRUCTION WORK FOR THE PURPOSES OF CHAPTER 104, HAWAII REVISED STATUTES.

QUESTIONS ON THIS SCHEDULE MAY BE REFERRED TO THE RESEARCH & STATISTICS OFFICE AT 548-4065. THE NEXT REGULAR SCHEDULE WILL BE ISSUED ON OR ABOUT MAY.

COMPILED FOR

THE APPRENTICESHIP WORKSHOP

at

HONOLULU COMMUNITY COLLEGE

APRIL 16, 1983

APPRENTICE SCHEDULE

The apprentice prevailing minimum wage rate is the full fringe benefits furnished plus the applicable percentage of the journeyman's basic hourly rate.* Apprentices must be registered with the State Department of Labor and Industrial Relations.

Craft	Interval	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th
Asbestos Worker	2000 hrs.	60%	70%	80%	90%						
Boilermaker 1/	6 months	60%	65%	70%	75%	80%	85%	90%	95%		
Bricklayer	1000 hrs.	55%	65%	70%	80%	85%	95%				
Carpenter	1000 hrs.	60%	65%	70%	75%	80%	85%	90%	95%		
Cement Finisher 2/	1000 hrs.	55%	65%	75%	90%						
Cement Finisher 3/	1000 hrs.	55%	65%	70%	80%	85%	95%				
Construction Equipment Operator 4/	1000 hrs.	60%	67%	74%	82%						
Electrician (Wire Installer)	1000 hrs.	55%	60%	65%	70%	75%	80%	85%	90%		
Electrician (Line Installer)	1000 hrs.	60%	65%	70%	75%	80%	85%	90%			
Floor Layer (carpet, linoleum and soft tile)	1000 hrs.	50%	55%	70%	75%	80%	85%				
Glazier	1000 hrs.	55%	60%	70%	75%	80%	85%	90%	95%		
Grading & Paving Equipment Operator	1000 hrs.	60%	67%	74%	82%						
Heavy Duty Repairer & Welder	1000 hrs.	60%	67%	74%	82%						
(5th & 6th step received applicable rate of Equipment Operator Group 6)											
Ironworker (Reinforcing & Structural) 5/	1000 hrs.	50%	55%	60%	70%	80%	90%				
Lather	500 hrs.	55%	60%								
	1000 hrs.			70%	75%	80%	85%	90%			
Painter	1000 hrs.	45%	55%	65%	75%	80%	85%				
Piledriver Operator	1000 hrs.	60%	67%	74%	82%						
Plasterer	1000 hrs.	55%	60%	65%	70%	75%	80%	85%	90%		
Plumber 6/	1000 hrs.	35%	40%	45%	50%	55%	60%	68%	75%	83%	90%
Refrigeration (Pipefitter) 6/	1000 hrs.	35%	40%	45%	50%	55%	60%	68%	75%	83%	90%
Roofer 7/	700 hrs.	70%	75%	80%	85%	90%	95%				
Roofer 8/	700 hrs.	50%	58%	66%	74%	82%	90%				
Sheetmetal Worker	1000 hrs.	45%	50%	55%	60%	65%	70%	75%	80%	85%	90%
Steel Erection Equipment Operator	1000 hrs.	60%	67%	74%	82%						
Stonemason	1000 hrs.	70%	75%	80%	85%	90%	95%				
Tile Setter (ceramic)	1000 hrs.	60%	70%	75%	80%	85%	90%				
Universal Equipment Operator	1000 hrs.	60%	67%	74%	82%						

*Effective August 1, 1981, contributions for only painter apprentices will be: Health and Welfare Fund - $.84 per hour, Vacation Fund - $2.00 per hour, Annuity Fund - $1.75 per hour, and Apprenticeship Training - $.10 per hour.

1/ A minimum of 750 hours of on-the-job training is required to qualify for each six-month pay increment.
2/ This apprentice schedule shall apply to apprentices indentured or reinstated prior to January 1, 1978.
3/ This apprentice schedule shall apply to apprentices indentured or reinstated on or after January 1, 1978.
4/ This schedule affects apprentices indentured or reinstated on or after February 25, 1978.
5/ Apprentices indentured or reinstated prior to December 10, 1977, shall follow the percentage wage schedule in effect at the time of their registration or reinstatement.
6/ This schedule affects apprentices indentured or reinstated on or after August 15, 1976. Apprentices indentured prior to August 15, 1976, shall follow the percentage schedule in effect at the time of their registration or reinstatement.
7/ Apprentices indentured or reinstated prior to May 1, 1976, shall follow the percentage wage schedule in effect at the time of their registration or reinstatement.
8/ Apprentices indentured or reinstated on or after May 1, 1976, shall follow the percentage wage schedule in effect at the time of their registration or reinstatement.

BULLETIN NO. 363 - February 15, 1983

		Fringe Benefit Hourly Rate[1/]				
Classification	Starting Hourly Rate	Total	Health & Welfare	Pension	Paid Vacation	Appren. Trng.
Asbestos Worker	$8.77	$6.71	$1.65	$3.50	$1.50	$.06
Carpenter	9.21	5.35	1.62	2.62	1.00	.11
Cement Finisher	7.80	5.45	1.45	3.00	.80	.20
Drywall Installer	9.36	5.29	1.62	2.62	1.00	.05
Electrician	7.95	8.53	1.99	4.31	1.68	.55
Floor Layer	7.60	5.30	1.00	2.50	1.40	.40
Glazier	7.35	5.10	1.45	2.01	1.49	.15
Ironworker	7.38	5.97	1.25	2.60	2.00	.12
Mason	7.83	5.55	1.45	3.10	.80	.20
Painter	6.77	5.94	.84	3.00	2.00	.10
Plasterer	6.91	4.18	1.17	1.80	1.00	.21
Plumber	5.25	6.12	1.27	2.50	2.25	.10
Roofer	7.35	4.50	1.30	2.00	1.00	.20
Sheetmetal Worker	6.41	7.15	2.13	3.12	1.45	.45
Tile Setter	8.54	5.55	1.45	3.10	.80	.20

SELECTED REFERENCES

1. California State Department of Education, Apprenticeship Handbook for Educators. Bureau of Publications, California State Department of Education, 1974.

2. Hawaii, State of, Apprenticeship Digest for Selected Occupations, June, 1978.

3. Hawaii, State of, Apprenticeship Law, Apprenticeship Division, Department of Labor and Industrial Relations, June 1, 1967.

4. Hawaii, State of, Apprenticeable Occupational Brief, Research and Statistics Office, Honolulu, Hawaii, June, 1975.

5. U.S. Government, Volume 1, An Optimum Training System in Apprenticeable Occupations, U.S. Department of Labor, Manpower Administration, 1970.

6. U.S. Government, Apprenticeship Training, U.S. Department of Labor, Bureau of Apprenticeship.

7. U.S. Government, An Optimum Training System in Apprenticeable Occupations, U.S. Department of Labor, Washington, D.C., 1970.

8. U.S. Government, Comprehensive Employment and Training Act of 1973, Bureau of Apprenticeship and Training, Manpower Administration, U.S. Department of Labor, Washington, D.C., June, 1974.

9. U.S. Government, How to Train Workers on the Job, U.S. Department of Labor, Washington, D.C., 1966.

10. U.S. Government, The National Apprenticeship Program, U.S. Department of Labor, Employment and Training Administration, Washington, D.C., 1976.

11. Western Apprenticeship Coordinators Association, Arizona Chapter, Toward the Successful Apprenticeship Coordinator, U.S. Department of Labor, 1975.

DIRECTORY OF TRADE COORDINATORS

Trades:	Training Coordinators:
BRICKLAYER MASON	Henry Tavares, Director of Training Masons Union 2251 North School Street Honolulu, HI 96819 Ph: 845-5949 Hitoshi Aoyagi, Training Coordinator
CARPENTER	Stanley Ito, Director of Training Hawaii Carpenters Training Office 1311 Houghtailing Street, Rm. 202 Honolulu, HI 96817 Ph: 848-0794 Wayne Kishida, Training Coordinator
CEMENT FINISHER	Henry Tavares, Director of Training Masons Union 2251 North School Street Honolulu, HI 96819 Ph: 845-5949 Noboru Okahara, Training Coordinator
CERAMIC TILE	Henry Tavares, Director of Training Masons Union 2251 North School Street Honolulu, HI 96819 Ph: 845-5949
COMMUNITY ANTENNA Construction Lineman Maintenance Technician Service Installer Service Technician	George Hall, Training Coordinator 1935 Hau Street, Rm. 301 Honolulu, HI 96819 Ph: 847-0629
DRYWALL	Stanley Ito, Director of Training Hawaii Carpenters Training Office 1311 Houghtailing Street, Rm. 202 Honolulu, HI 96817 Ph: 848-0794 Wayne Kishida, Training Coordinator
ELECTRICIAN	Gordon Yabui, Training Coordinator 1935 Hau Street, Rm. 301 Honolulu, HI 96819 Ph: 847-0629

FLOOR LAYER	Warren Nakata, Training Coordinator Carpet, Linoleum & Soft Tile Layers, Local 1926 1001 Dillingham Blvd., Rm. 217 Honolulu, HI 96817 Ph: 845-9077
GLAZIER	Benjamin Iwasaki, Training Coordinator Glaziers & Glass Workers, Local 1889 1001 Dillingham Blvd., Rm. 317 Honolulu, HI 96817 Ph: 847-1758
HEAT & FROST ASBESTOS INSULATOR	Leonard Sebresos, Training Coordinator Int'l. Assn. of Heat & Frost Insulators & Asbestos Workers 707 Alakea Street, Rm. 206 Honolulu, HI 96813 Ph: 521-6405
HOTEL WORKERS Dinner Cook Pastry Cook Building Maintenance Repairer	Julina Lung, Training Coordinator Hawaii Hotel & Restaurant Industry Employment & Training Trust 715 S. King Street, Suite 200 Honolulu, HI 96813 Ph: 531-0544
IRONWORKER Fabricator	Jeffrey Lane, Training Coordinator Ironworkers Union, Local 803 1553 Colburn Street, Rm. 204 Honolulu, HI 96817 Ph: 845-9318
IRONWORKER Reinforcing Structural	Edison Keomaka, Training Coordinator Ironworkers Union, Local 625 2815 Ualena Street Honolulu, HI 96819 Ph: 836-1848
LATHER	Stanley Ito, Director of Training Hawaii Carpenters Training Office 1311 Houghtailing Street, Rm. 202 Honolulu, HI 96817 Ph: 848-0794
MILLMAN (WOODWORKING)	Stanley Ito, Director of Training Hawaii Carpenters Training Office 1311 Houghtailing Street, Rm. 202 Honolulu, HI 96817 Ph: 848-0794

OPERATING ENGINEER Construction Equipment Operator Heavy Duty Repairman & Welder	Francis Borges, Assistant Administrator Operating Engineers, Local 3 1432 Middle Street, Rm. 103 Honolulu, HI 96819 Ph: 847-5523 Allan Souza, Training Coordinator
PAINTER	Joseph Ferrara, Training Coordinator Painters Union, Local 1791 2305 So. Beretania St., Rm. 201 Honolulu, HI 96826 Ph: 941-0991
PLASTERER	Henry Tavares, Director of Training Masons Union 2251 N. School Street Honolulu, HI 96819 Ph: 845-5949 Alfred K. Kailihiwa, Training Coordinator
PLUMBER	Hideo Nozawa, Training Coordinator 2959-A Koapaka Street Honolulu, HI 96819 Ph: 836-1107 Derek Oshiro, Asst. Training Coordinator
REFRIGERATION & AIR CONDITIONING	Hideo Nozawa, Training Coordinator 2959-A Koapaka Street Honolulu, HI 96819 Ph: 836-1107 Derek Oshiro, Asst. Training Coordinator
ROOFER	Mariano Ponsiano, Training Coordinator Roofers Union, Local 221 908 Bannister Street, Rm. 202 (P.O. Box 17249) Honolulu, HI 96817 Ph: 847-5757
SHEET METAL WORKER	John Hashimoto, Training Coordinator 1405 N. King Street, Rm. 404 Honolulu, HI 96817 Ph: 841-6106

TAPER	John Montrone, Business Manager Painters Union 2305 So. Beretania St., Rm. 201 Honolulu, HI 96826 Ph: 941-0991 Joseph Bazemore, Training Coordinator

For further information:

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